Selwyn
Emergency Management Program Committee

Terms of Reference

Purpose
The Selwyn Emergency Management Program Committee is the key organizational team that will oversee the development, implementation and maintenance of the community’s emergency management and business continuity program. The Committee will recommend to Council for approval an Emergency Plan to provide the community with a strategy to protect the health, safety, welfare, environment and economic strength of residents, businesses and visitors to Selwyn, and a Business Continuity Plan to ensure that municipal services are provided at the highest level possible in the event of a disruption.

Objectives
The Emergency Management Program Committee is established to achieve the following objectives:
2. Develop a business continuity program based on the services provided by the township.
3. Complete community hazard identification and risk assessments and review such on an annual basis.
4. Develop an action plan to reduce or eliminate the effects of an emergency or disaster through prevention/mitigation actions.
5. Develop an action plan to prepare prior to an emergency or disaster to ensure an effective response in the event of an emergency or disaster. This may include the formulation of an emergency response plan, a business continuity plan, training, exercises, and public awareness and education.
6. Develop an action plan to respond to an emergency or disaster.
7. Develop an action plan to assist in the recovery from an emergency or disaster.

Composition
The Emergency Management Program Committee shall consist of the following officials from the Township of Selwyn, and person(s) of other local boards, emergency and health agencies and other organizations as the case may be or their designates/alternates.

- Chief Administrative Officer;
- Manager of Financial Services/Treasurer;
- Manager of Building and Planning;
- Fire Chief;
- Manager of Community & Corporate Services/Clerk (CEMC);
- Manager of Public Works;
- Revenue Coordinator/Accounting Assistance (1st Alternate CEMC)
• Facilities Maintenance Coordinator (2nd Alternate CEMC)
• Fire Prevention Officer (3rd Alternate CEMC);

The CEMC is appointed chair person for the Committee.

The Committee may call upon other person(s) for expertise from time to time.

The Committee may from time to time establish working groups to assist in a specific aspect of the program. A Committee member shall be appointed by the Committee to Chair a working group.

**Role of the Committee**
The Emergency Management Program Committee shall:

• Attend regular meetings as scheduled and additional meetings as time permits
• Participate in discussing/planning and share in the workload of the Committee
• Provide expertise in their professional area of responsibility
• Provide regrets to the Chairperson if unable to attend
• Declare any Conflicts of Interest and exclude themselves from any discussion and/or voting where such a conflict exists or may exist

**Meetings**
The Emergency Management Program Committee shall meet yearly as a minimum, or at the call of the Chair. Determination of the meeting schedule shall be as agreed upon by Committee members.

Minutes will be taken by a member of the committee as required.

Agendas will be circulated to all the Committee members prior to the regular scheduled meetings. Minutes of meetings will be circulated after the conclusion of the meeting.

**Decision Making**
Decisions shall be made by the consensus of those in attendance. Where the consensus cannot be reached, a simple majority may decide the issue; in the event of a tie the Chair shall cast the deciding vote, otherwise the Chair does not cast a vote.

**Term of Committee and Review of Terms of Reference**
The Committee shall review the Terms of Reference at the last regularly scheduled Committee meeting of each calendar year and make any recommendations for amendments prior to the appointment of the new Committee.